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Section 13.10 - TKU Crosswalk

Section 13.10 PARAMS MENU Financial Data TKU Crosswalk

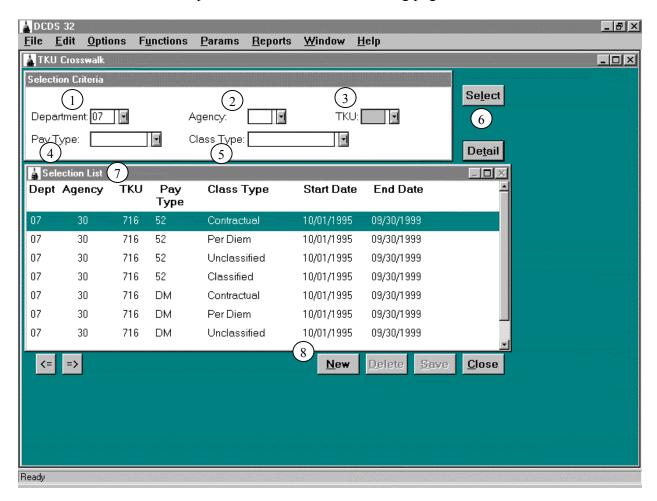
Purpose	This section provides the procedures for a user to add, update or delete Timekeeping Unit (TKU) crosswalks. A TKU crosswalk may be used to ensure that costs associated with certain pay types are charged against specific coding blocks.	
Window Name	TKU Crosswalk	
Reminders	1. The TKU Crosswalk window is accessed through the <u>Params</u> , <u>Financial</u> Data, <u>R</u> - TKU Crosswalk items on the menu bar.	
	2. The TKU Crosswalk allows agencies to always distribute costs associated with certain pay types for all individuals in a TKU to a specific coding block. For example, if overtime pay type within a particular agency and TKU needs to be charged to a specific over head coding block, a TKU crosswalk can be used to accomplish this task. In this case, if an employee within the agency and TKU reports overtime against any other coding block, it will be charged to this crosswalk coding block. The TKU Crosswalk is required to be defined only for those agencies where costs associated with certain pay types are required to be charged against a specific coding block.	
	3. The TKU Crosswalk window contains a Selection Criteria window and a Selection List window. Once the selection criteria has been selected or entered and the Select or New button clicked, the Detail button becomes active. The minimum selection criteria is Department. If the Select button was clicked, the data is displayed in the Selection List window. The user may then highlight the data to be updated and click on the Detail button to display the Detail Data window. However, if there was only one selection in the Selection List window, the Detail Data window is automatically displayed. If the New button was clicked, the Detail Data window is displayed.	
	4. Once the Detail Data window is displayed, a user may add, update or delete TKU Crosswalk data.	
References	No specific references	

State of Michigan

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TKU Crosswalk

The following window is displayed when \underline{P} arams, \underline{F} inancial Data, \underline{R} - TKU Crosswalk is selected from the Menu bar. The steps are described on the following page.



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DCDS Input Procedures - TKU Crosswalk (Selection Criteria)

Follow the steps below to enter selection criteria.

Step	Field Name	Action
1	Department*	Select the appropriate department number from the dropdown list or enter the department number. The first department the user has access to is the default.
		Note: When a department has been selected all valid agencies for the department will be displayed in the agency dropdown list.
2	Agency	Select the appropriate agency number from the dropdown list or enter the agency number. The first agency the user has access to is the default.
		Note: When an agency has been selected all valid TKUs for the agency will be displayed in the TKU dropdown list.
3	TKU	Select the Timekeeping Unit (TKU) number from the dropdown list, enter the TKU number or select AL from the dropdown to display all TKUs within an agency.
4	Pay Type	Select the applicable Pay Type from the dropdown list.
5	Class Type	Select the applicable Class Type from the dropdown list (Classified, Unclassified, Contractual, Per Diem).
6	Select Button	Click on the Select button located at the top of the window (or press Alt + L). The selected criteria will be displayed in the Selection List window, if more than one TKU Crosswalk was found. However, if only one is found the Detail Data window will automatically be displayed.
7	Selection List	Highlight the TKU to be updated and click the Detail button. The Detail Data window will then be displayed.
8	New Button	Click on the New button, if adding a TKU Crosswalk.

^{*}indicates a required field that must be entered.

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TKU Crosswalk (Selection List)

The following information is displayed:

Field Name	Description
Dept	The department associated with the TKU.
Agy	The agency associated with the TKU.
TKU	The Timekeeping Unit (TKU) a crosswalk applies to.
Pay Type	The Pay Type the crosswalk applies to.
Class Type	The Class Type the crosswalk applies to.
Start Date	The date the crosswalk became applicable.
End Date	The date the crosswalk is no longer applicable.

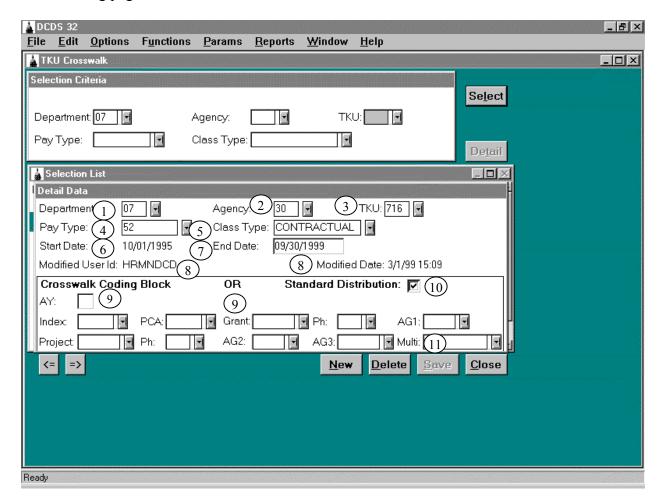
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TKU Crosswalk

The following window is displayed when the **Detail** button is selected. The same window is displayed with blank fields when the **New** button is clicked. The steps are described on the following pages.



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DCDS Input Procedures TKU Crosswalk

Follow the steps below to add, update, or delete TKU Crosswalk data

Step	Field Name	Action	
Add T	Add TKU Crosswalk		
	New Button	Click on the New button located at the bottom of the window (or press Alt + N). This displays the Detail Data window to add a TKU crosswalk.	
Upda	Update TKU Crosswalk		
	Detail Button	Enter the required selection criteria and click the Select button. Highlight the TKU in the Selection List window to be updated.	
		Click on the Detail button located at the middle right of the window (or press Alt + T). This displays the Detail Data window to update TKU Crosswalk information.	
Delete	Delete TKU Crosswalk		
	Delete Button	Enter the required selection criteria and click the Select button. Highlight the TKU to be deleted.	
		Click on the Detail button located at the middle right of the window (or press Alt + T). This displays the Detail Data window allowing the user to delete the TKU Crosswalk information.	
		Click on the Delete button located in the bottom right hand corner of the window (or press Alt + D). This deletes the TKU Crosswalk displayed in the Detail Data window.	

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DCDS Input Procedures TKU Crosswalk - Detail Data Window

Follow the steps below to add or change TKU Crosswalk information.

Step	Field Name	Action
1	Department*	Select the appropriate department number from the dropdown list or enter the department number.
2	Agency*	Select the appropriate agency number from the dropdown list or enter the agency number.
3	TKU*	Select the Timekeeping Unit (TKU) number from the dropdown list, enter the TKU number or select AL from the dropdown list to apply the crosswalk to all TKUs within an agency.
4	Pay Type*	Select the applicable Pay Type.
5	Class Type*	Select the applicable Class Type.
6	Start Date	The current date is displayed automatically for a new crosswalk. However, it may be changed. If updating a crosswalk, this date cannot be changed.
7	End Date	Enter a new End Date, if applicable.
8	Modified Date/Modified User ID	Displays the date modifications were made and the User ID of the last person who made modifications.
9	Crosswalk Coding Block	 Enter the following for a new crosswalk only: The applicable Appropriation Year in the AY box to activate the coding block fields. Select the applicable coding block information from the dropdown list or enter the coding block (Index, PCA, Grant, Phase, AG1, Project, Phase, AG2, AG3, or Multi). If updating, enter or select the appropriate coding block information.

^{*}indicates a required field that must be entered

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DCDS Input Procedures TKU Crosswalk - Detail Data Window

Step	Field Name	Action
10	Standard Distribution	Click on the Standard Distribution box, if the Standard Distribution coding block is to be used as the crosswalk.
11	Save Button	Click on the Save button located at the bottom of the window (or press Alt + S) to save all the additions or changes made to the TKU Crosswalk information.